

NCSC Assessment System

How to capture evidence if you don't have a webcam

1. When you are administering writing items, you are required to upload evidence of the student's work. During the writing sessions of the test, an additional button will be displayed in the tool bar at the bottom of the page. This is the **Upload Evidence** button.



2. If the computer you are using does not have a webcam to use for capturing evidence, you will be required to upload evidence as an Attached File.



It is important to upload the evidence before the session is closed. Once the session is closed, you cannot get back to the item for which you wish to upload evidence.

3. When the student completes the writing product, pause the test (use **Save & Exit**) while the item is displayed on the screen.
4. Capture the evidence/student work using a scanner or camera. Please note the following:
 - a. Some large-scale printers have built-in scanning functionality.
 - b. A school-issued camera may be able to provide an image in the appropriate file type.
 - c. The only acceptable evidence file formats are: *.PNG, *.JPG, or *.JPEG.
*.PDF formatted files will not be successfully uploaded.
5. Save the files to the computer where you will resume the student test.



Note: If the evidence you capture contains identifying student information, please ensure that you are handling the data in a way that complies with state (or other) security policies pertaining to student information. Secure materials must be handled in compliance with FERPA and other federal & state regulations, as well as existing NCSC policy.

6. When ready, resume the test for the same student. Use the on-screen prompts to Upload Evidence and Attach Files.
 - a. When prompted, please add the student's name, ID number, grade and item number as part of the description on the Upload Evidence pop-up box. This will provide another means of evidence identification.
 - b. For more specific instructions, please refer to the Test Coordinator User Guide.